

Code: 5633
Operation and Construction Service
Engineering, Designing and Structural Group
Civil Engineering Series

CLASS TITLE: Project Director

CHARACTERISTICS OF THE CLASS: Under general direction, supervises staff responsible for the planning, design and administration of public works projects; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises and reviews the work of an engineering, planning or architectural design section responsible for the preparation of design drawings and contract documents for complex public works projects; coordinates consultants and department staff engaged in the preparation of design criteria, project schedules and cost estimates; supervises the preparation of grant applications, progress reports and environmental impact statements; reviews and analyzes revised project plans, designs and change orders and recommends modifications; monitors project expenditures to ensure costs do not exceed budgetary limitations; meets and confers with other departments and agencies to review project proposals and provide technical assistance on municipal projects; coordinates the preparation and maintenance of project records and the completion of budgetary and administrative reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Engineering, Architecture, Planning or directly related degree supplemented by five years of progressively responsible experience in the planning, design and construction of public works project including three years of supervisory experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the theories practices and procedures of engineering, architecture or planning. Considerable knowledge of local codes and ordinances affecting the construction of public works structures and facilities. Comprehensive knowledge of the methods and techniques utilized in the planning, scheduling and funding of public works projects.

Ability to supervise and inspect the work of a large group of subordinate personnel. Ability to analyze and review transportation project designs, plans and specifications.

Considerable skill in the application of modern engineering methods and techniques to practical transportation problems. Considerable skill in planning, organizing and administering complex transportation projects. Excellent oral and written communication skills.

April, 1992